

Parks Facilities Committee (PFC) Meeting Minutes – May 20, 2014

PFC attendees:

Patrick Crowley, Robert Dunne, Gary Flynn, Patrick Inderwish, John Owanisian, Christopher Rucho

- Lacking a quorum, general discussion began at 7:02PM.
- Having achieved a quorum, the meeting opened at 7:40PM.
- A review of the April 3, 2014 PFC draft minutes took place.

Motion: A motion made by Mr. Flynn and seconded by Mr. Dunne to approve the minutes of April 3, 2014 was approved.

- The meeting focused primarily on developing responses to Goodale Park Master Plan RFP bidder questions noted in timeline below.
- Major RFP activities with dates listed below:
 - April 10, 2014: Provide RFP to Central Register.
 - April 15 and April 22 (weeks of): Two weeks for advertising.
 - **May 20: Deadline for bidder questions – PFC meeting to be scheduled at 7PM on this date to develop responses to bidder questions.**
 - May 23: Post responses to bidder questions.
 - May 30: Bids are due and opened by Mr. Gaumond at 2PM. Mr. Gaumond will provide a summary of bids received and distribute nine copies of the bids to the Parks Facilities Committee.
 - June 10: **Parks Facilities Committee meets to develop short list (3-5 bidders) of bidders.**
 - June 23 (week of): Parks Facilities Committee conducts a series of interviews (approx. 45 minutes in length) with the short list bidders.
 - July 14: Anticipated vote to award project.
- The committee then reviewed questions submitted by Horsley Witten Group, Inc. and through discussion developed responses (questions and responses listed below).

Motion: A motion made by Mr. Rucho and seconded by Mr. Crowley to approve the responses to bidder questions below was approved.

Goodale Park Master Plan RFP Response to Bidder Questions

Question 1: The Project Description mentions a “preliminary survey” and “design and construction proposals for specific park element”. The Project Scope mentions “narratives, diagrams, conceptual drawings, site plans, geotechnical data, 3 dimensional imaging and photographs” as the deliverable. Please clarify the level of design detail anticipated as the deliverable for this RFP.

Response: Please refer to Project Description found on page 1 of RFP and Scope of Services found on pages 1 and 2 of RFP.

Question 2: Please clarify if soil borings are required or if soil evaluation test pits (max depth of 10') would be sufficient for the proposed master plan project.

Response: Soil borings are the preferred method for sub-surface investigation.

Question 3: Are past studies, surveys, plans, and/or soil borings available from the recent park improvement projects?

Response: Yes. A copy of the most recent park improvement plans is available from the Town.

Question 4: Could you confirm if all of the insurance requirements, in particular, the excess umbrella coverage of \$2,000,000, are strict requirements?

Response: Yes. Please refer to Insurance Requirements found on page 10 of the RFP.

- Bids will be available after 2PM on May 30 and should be picked up by PFC members who will then review and rank proposals (refer to RFP pages 6-8 for scoring instructions) in preparation for the June 10 meeting focused on developing a short list.
- PFC members should develop two proposed questions to be posed to short list bidders during week of June 23 interviews – please send questions to John O prior to June 10 meeting.
- Discussion indicated a site walk of Goodale Park facilities would be beneficial for PFC members – agreed to meet at Goodale Park on Sunday, June 15 at 7AM (John O to post meeting).
- Further discussion indicated concerns (erosion control, clogged catch basins) around the conditions of a practice field that had recently been implemented near the pool area

Motion: A motion made by Mr. Dunne and seconded by Mr. Owanisian to request Mr. Inderwish to send a list of questions/concerns regarding the new practice field to Town Administrator Gaumond and DPW Director Sylvia was approved.

- There being no further business to discuss, the meeting was adjourned at 8:29PM